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ABSTRACT

The member libraries of the Ohio College Library Center (OCLC) adopted standards for input cataloging in order to improve the technical processes while still keeping costs at a minimum. Increased compatibility of records input by different libraries so that records input by one could be more readily used by others was the final goal. It was decided that Library of Congress practice should be followed whenever possible, and that the Anglo-American Cataloging Rules should be used secondarily. Fields for which standards have been established are: bibliographic control numbers, knowledge numbers, main entry, supplied titles, title paragraph, physical description, series statement, bibliographic notes, subject added entries, other added entries, series added entries, and local fields. Standards for subfields within each field are presented. (SJ)

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2 June 1972

STANDARDS FOR INPUT CATALOGING

At the 17 May Membership meeting the Representatives unanimously adopted the following Standards for Input Cataloging. These Standards were formulated by the Advisory Committee on Cataloging in a series of meetings held between December 1971 and April 1972.

This series of meetings was held to discuss methods by which the quality of input cataloging could be improved while maintaining input costs at the lowest possible level. The Committee members attempted to reach agreement as to the minimum acceptable content of an input record. The goal toward which it worked was an increase in the compatibility of records input by different libraries so that records input by one can be used by others with a minimum amount of checking and changing.

The guideline directing the discussion was agreement that LC practice should be followed in so far as that practice can be determined by a local library following its own policies as to verification. It was recognized that libraries receiving proof

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slips and the National Union Catalog are in a better position to ascertain Library of Congress practice than are libraries lacking such bibliographic resources.

When Library of Congress practice cannot be determined, the Anglo-American Cataloging Rules (AACR) should be followed.

Staff members from the following libraries worked on the preparation of these Standards: Antioch College, Bowling Green State University, Case Western Reserve University, Cleveland State University, The College of Wooster, Heidelberg College, Hiram College, Kent State University, Miami University, Oberlin College, Ohio State University, Ohio University, Ohio Wesleyan University, University of Cincinnati, University of Toledo, Walsh College, and Wright State University.

This Introduction does not form part of the Standards adopted by the Representatives.

DEFINITIONS

The Committee's recommendation is attached to each field or subfield discussed in the following pages. Definitions of the terms used are as follows:

Mandatory	Field or subfield should always be input, if applicable to the work being cataloged, whether or not LC copy or some other similar source of information is available.
Required if available	Field or subfield should be input if available from LC copy or some other similar source of information. If such a source is not available, input is optional.
Optional	Field or subfield may be input at the discretion of the individual library.
Omit	Field or subfield should not be input.

A tabular summary of the Standards appears on pages 18-28 where recommendations are given on both the field and subfield level. Sometimes a field may be listed as 'Optional' while some of its subfields are 'Mandatory'. This means that a library is free to choose whether or not it wants to input that field but that once having chosen to do so, it should input those subfields if they are applicable.

FIXED FIELDS

The following elements are now displayed in the Fixed Field area of the terminal screen:

OCLC control number

Cataloging source

Type of record, e.g., Printed language material, Printed score, etc.

Intellectual level, e.g., Non-Juvenile or Juvenile.

Bibliographic level, e.g., Monograph or Serial.

Form of reproduction, e.g., Not a reproduction, Microfilms, etc.

Language, e.g., English, French, Latin, etc.

International Standard Book Number (ISBN) Omit

LC card number Required if available

The first two elements are automatically provided by the system. Defaults, which may be overridden by a terminal user, are provided for the next five elements. The example given first and underlined for each of these five elements in the above list is the default for that element.

The Committee decided that, for the present, until more knowledge is available as to the amount of use that will be made of the ISBN, the ISBN should be omitted in input cataloging.

Need was expressed for more detailed language information than is available in the Fixed Field area which can accept only one language code. (See 041 Field on bottom of p. 4)

VARIABLE LENGTH FIELDS

041 or Language Field Mandatory

This field is Mandatory if the work is multilingual or is a translation. Since the 041 is not a printing field, any language information which should be printed would have to be repeated in a note (500 field). The use of the 041 field will be described in a future issue of the Newsletter.

049 or Local Holdings Field — Mandatory

This field is not yet fully operational and has not been fully defined. The indicators are not yet operational. Holding library symbols and stamps required for the work being cataloged are Mandatory.

050 or LC Call Number Field — Required if available

It was recommended that LC libraries input LC call numbers without verification when such numbers are available from the bibliographic source being used to provide the input data. Since Dewey libraries would have difficulty delimiting the book number in LC call numbers, such libraries are asked to input the 050 field only when they are certain that the call numbers is so simple as to offer no problem. Call numbers with more than one cutter number are difficult and should not be input by Dewey libraries.

The first indicator in this field shows whether or not the Library of Congress has this work. If LC copy is being used as the source of the cataloging data, the assumption is that the work is in LC unless the copy is the result of the shared cataloging program. This indicator is required if available.

060 or NLM Call Number Field — Optional

NLM call numbers should be input for the use of the Ohio medical libraries which are considering joining OCLC. This field should be input, however, only if the inputing library is confident it knows how to delimit the class number from the book number.

070 or NAL Call Number Field — Omit

082 or Dewey Class Number Field — Required if available

This field offers no delimiting problems since it consists of an 'a' subfield only.

086 or Superintendent of Documents Class Number — Required if available

Since the 086 is not a printing field, libraries that wish the SuDocs number to be printed on their catalog cards should repeat it in a note (500 field).

100 or Personal Name Main Entry Field — Mandatory

All subfields defined by the MARC Development Office thru the 4th edition of Books: A MARC Format are Mandatory except that the 'e' or 'Relator' subfield is Required if available rather than Mandatory. Subfields first defined in the 5th edition are Optional. (See pp. 18 ff)

LC practice should be followed if LC copy is available at the time of input. If LC copy for the work is not available, the inputing library should verify the author and use the latest LC form of name. It was emphasized that LC practice should be followed even if, for example, the inputing library knows information such as a birth date or full forename when the Library of Congress had omitted the date or used only initials. Death dates can be freely inserted if the birth date is present. OCLC will try to work out a procedure by which information not used by LC can be input while at the same time making it clear which information emanates from LC and which does not.

110 or Corporate Name Main Entry Field — Mandatory

The 'a', 'b', 'k', and 't' subfields are Mandatory. The 'e' or 'Relator' subfield is Required if available.

The additional subfields first defined in the 5th edition of Books: A MARC Format are Optional except for the 'u' or 'Nonprinting' subfield which should be Omitted.

111 or Meeting Name Main Entry Field — Mandatory

All subfields are Mandatory except for the 'g' or 'Miscellaneous information' subfield which is Optional as are the additional subfields first defined in the 5th edition.

130 or Uniform Title Main Entry Field — Mandatory

The 'a' and 't' subfields are Mandatory as is the 'k' or 'Form subheading' subfield first defined in the 5th edition. The other subfields first defined in the 5th edition are Optional.

240 or Uniform Title Field — Required if available

Libraries that wish to do so are free to search to establish a uniform title not immediately available. If the uniform title being input is available somewhere on printed LC copy being used as a source, the first indicator should be set to '1'. Otherwise, the first indicator should be set to '0'.

The second indicator in the 240, 241, 245, 440, and 840 fields is provided by MARC but not used by OCLC. When doing input cataloging, OCLC Members should leave this indicator position blank.

241 or Romanized Title Field — Optional

245 or Title Field — Mandatory

- 'a' or 'Short Title' Subfield — Mandatory
- 'b' or 'Remainder of Title' Subfield — Mandatory
- 'c' or 'Remainder of Title-Page' Subfield — Mandatory

The libraries represented at the 9 May meeting of Catalog Department staffs requested that all subfields of the 245 field be Mandatory. The only negative vote was cast by Wright State which preferred that the 'b' and 'c' subfields be Required if available rather than Mandatory.

Determination as to whether the first indicator should be set to '0' (title not traced) or '1' (title traced) should be made by the inputing library according to its own practice if it is doing original cataloging. Otherwise, the practice used on the LC source document should be followed.

250 or Edition Field	Mandatory
'a' or 'Edition Statement' Subfield	Mandatory
'b' or 'Additional information' Subfield	Required if available
260 or Imprint Field	Mandatory

The Committee discussed the question of which date, copyright or printing, should be input in the 'c' subfield. If the record being input is based on LC copy, that copy should be followed. If original cataloging is being input, the practices of the inputing library should be followed. Every attempt should be made to make it clear which date is being used through such means as a 'c' before a copyright date or a note showing the printing history of the work.

300 or Collation Field	Mandatory
'a' or 'Paging' Subfield	Mandatory

The Committee recommended that preliminary paging as well as the main group of pages should be shown in this subfield. It was also

recommended that the British policy of including plates in the 'a' subfield should be followed as LC is thinking of adopting this practice.

'b' or 'Illustration' Subfield — Required if available

'c' or 'Height' Subfield — Required if available

350 or Bibliographic Price Field — Omit

400 or Personal Name Series Note (Traced) — Required if available

If the 400 field is used, all subfields defined thru the 4th edition of Books: A MARC Format are Mandatory except for the 'e' subfield which is Required if available. Subfields first defined in the 5th edition are Optional.

410 or Corporate Name Series Note (Traced) — Required if available

If the 410 field is used, all subfields are Mandatory with the following exceptions: the 'e' subfield is Required if available and those subfields first defined in the 5th edition are Otpional except for the 'u' subfield which is to be Omitted.

411 or Conference Name Series Note (Traced) — Required if available

If the 411 field is used, all subfields are Mandatory except for the 'g' or 'Miscellaneous information' subfield and the subfields first defined in the 5th edition, all of which are Optional.

440 or Title Series Note (Traced) — Required if available

If the 440 field is used, all subfields are Mandatory.

The 400, 410, 411, and 440 fields serve two purposes: to provide a series note and to generate automatically a series tracing. A series note must be provided if the work being cataloged belongs to a

series. If the series tracing is not desired, a 490 field should be input in place of a 400, 410, 411, or 440 field. The series tracing need be input only if it is available on the LC cataloging source copy, or, in original cataloging, if the inputing library wishes to use it.

490 or Series Untraced or Traced Differently Field — Mandatory

If the work being cataloged is in a series and no 400, 410, 411, or 440 field is provided, a 490 field is Mandatory.

All information in this field is in the 'a' subfield and no distinction is made for volume information as a 490 field is not used as a heading. (But see the 8xx fields on p. 16 & 17)

The sole purpose of the first indicator in this field is to alert one to the existence of a related 8xx field. If the inputing library does not wish to trace the series in a related 8xx field, even if the Library of Congress does so, the first indicator should be set to '0'. Other libraries that subsequently use the record will have the option of inputing any 8xx fields that they desire.

500 or General Note Field — Optional

The inputing library may input as many notes as it needs.

501 or 'Bound with' Note Field — Omit

This field applies only to the holdings of the Library of Congress. 'Bound with' notes that apply to a local inputing library should be tagged 590. OCLC is discussing with the Library of Congress the possibility of using an indicator to differentiate a 'Bound with' note from a 'With, as issued,' note since the latter would apply to all

copies of a work while the former would not. At present, all 'With, as issued,' notes should be tagged 500.

502 or Dissertation Note Field — Optional

503 or Bibliographic History Note Field — Omit

Any information that might have gone into this field should be put in a 500 field.

504 or Bibliography Note Field — Required if available

505 or Contents Note Field — Optional

Members, when doing original cataloging, should be free to follow their own policy about inputing contents notes. If following LC cataloging copy, Members are asked to input such notes unless the notes are very long. If LC lacks some volumes which the inputing library possesses, the inputing library is asked to enter its volumes.

It must be emphasized that the Contents note prints only when the first indicator is set at either zero (Full Contents) or '2' (Partial Contents). These two indicator states show that the Library of Congress has the complete work although it may have decided to list only Partial Contents (indicator '2'). If the Library of Congress has an incomplete set at the time of cataloging, the indicator is set at '1' and the Incomplete Contents Note is not printed by OCLC on the assumption that the exact volumes held by LC are not necessarily held by other libraries.

520 or Abstract or Annotation Field — Required if available

This field is provided only for juvenile works.

590 or Local Note Field — Optional

This field is to be used by the inputing library for notes that apply to its copy of the work only. Local 'Bound with' notes that are unique to the copy held by the inputing library are input in this field. 590 fields do not become part of the Catalog Record File and do not display on the terminal screen. Binding notes that apply to all copies of a work should be tagged 500.

600 or Personal Name Subject Field — Mandatory

All subfields defined thru the 4th edition of Books: A MARC Format are Mandatory except the 'e' subfield which is Required if available. See the relevant portion under Field 100 for a discussion of the 'd' or 'date' subfield.

The second indicator should be provided as follows:

'0' should be used if the heading has been verified as an authorized LC heading.

'1' should be used if the work being cataloged is a juvenile and the heading is an Annotated Card Program heading.

'2' should be used if LC copy is being followed and it contains an NLM subject heading. Members are being asked to provide medical headings for the use of medical libraries that are considering joining OCLC.

'3' should not be used as we have no members interested in National Agricultural Library subject headings. If such headings are found on LC printed copy being used as a cataloging source, they may be omitted.

'4' should be used as follows: a) if the heading in question is thought to be an LC heading but the inputing library has made no attempt to verify that it actually is; b) if the inputing library has tried but been unable to verify the heading; and c) for LC-like subject headings that are not synonyms for existing LC subject headings. The cross-references in the List of Subject Headings... should be checked to establish synonymy. If such proposed headings conflict with established LC headings or cross-references to such headings, they must be put in a 69x field. If in doubt, put in 690 or 691.

The Committee recommended that an option be set up by which each library could decide whether or not it wanted headings with indicators '1', '2', or '4', to print on its catalog cards along with headings with indicator '0'. Even if a library chose not to get headings with indicator '4' it would be able to get such headings when it is the Cataloging Source for the record.

610 or Corporate Name Subject Field — Mandatory

The discussion about indicators in the 600 field applies to the 610 field as well.

All the subfields defined thru the 4th edition of Books: A MARC Format are Mandatory except the 'e' or 'Relator' subfield which is Required if available. The additional subfields first described in the 5th edition are Optional except for the 'u' or 'nonprinting' subfield which is to be Omitted.

611 or Meeting Name Subject Field — Mandatory

The discussion about indicators in the 600 field applies to the 611 field as well.

All subfields are Mandatory except for the 'g' or 'Miscellaneous information' subfield and the subfields first defined in the 5th edition, all of which are Optional.

630 or Uniform Title Subject Field — Mandatory

The discussion about indicators in the 600 field applies to the 630 field as well.

The subfield codes defined thru the 4th edition are Mandatory as is the 'k' or 'Form subheading' subfield defined in the 5th edition. All other subfields first defined in the 5th edition are to be Optional.

650 or Topical Subject Field — Mandatory

The discussion about indicators in the 600 field applies to the 650 field as well.

All subfields are Mandatory.

Standard scientific nomenclature should be input in this field. The indicator should be set to '0' even if specific LC authority is lacking since the List of Subject Headings... does not contain all such terms used in the catalogs of the Library of Congress.

651 or Geographic Name Subject Field — Mandatory

The discussion about indicators in the 600 field applies to the 651 field as well.

All subfields are Mandatory. The 'b' subfield is used for names of neighborhoods or other non-governmental subdivisions of a geographic entity. One example would be 'Chicago. Kenwood' where 'Chicago' would go in the 'a' subfield and 'Kenwood' would be in the 'b' subfield.

690 or Local Subject Field (Topical) Optional

All non-LC-like topical subject headings that an inputing library wishes to use must be put in a 690 field. This field is not part of the Catalog Record File and is not displayed on the terminal screen.

691 or Local Subject Field (Geographic) Optional

All non-LC-like geographic subject headings that an inputing library wishes to use must be input in a 691 field. This field is not part of the Catalog Record File and is not displayed on the terminal screen.

The Committee discussed the use of the second indicator in the 7xx fields since it is often difficult to decide whether an added entry is an alternative or a secondary entry. It was decided that this distinction has value only for a book catalog and that Members may use the indicator '0' (Alternative entry) consistently for all 7xx fields unless the entry is definitely analytic when the indicator '2' would be used. Of course, Members are free to use the indicator '1' if they so wish.

700 or Personal Name Added Entry Field Required if available

If a 700 field is used, all subfields defined thru the 4th edition of Books: A MARC Format are Mandatory except for the 'e' or 'Relator' subfield which is Required if available. The 'u' or 'Nonprinting' subfield which was originally defined for this field is no longer defined for it and should therefore never be input. The additional subfields first defined in the 5th edition are Optional.

710 or Corporate Name Added Entry — Required if available

All subfields defined thru the 4th edition are Mandatory if a 710 field is used. The exceptions are the 'e' or 'Relator' subfield which is Required if available and the 'u' or 'Nonprinting' subfield which is to be Omitted. The additional subfields first defined in the 5th edition are Optional.

711 or Conference or Meeting Name Added Entry — Required if available

All subfields defined thru the 4th edition are Mandatory if a 711 field is used. The exceptions are the 'g' or 'Miscellaneous information' subfield which is Optional and the 'u' or 'Nonprinting subfield which is no longer defined and should therefore never be used. The additional subfields first defined in the 5th edition are Optional.

730 or Uniform Title Name Added Entry — Required if available

The subfield codes defined thru the 4th edition are Mandatory if a 730 field is used as is the 'k' or 'Form subheading' subfield defined in the 5th edition. All other subfields first defined in the 5th edition are Optional.

740 or Title-in-Different-Form Added Entry — Required if available

The question arose as to what value the second indicator has in a 740 field. The MARC Development Office now believes that the indicator is redundant in a 740 field and was established only to bring about uniformity among all 7xx fields. OCLC Members are free to use either a '0' or a '2' as described on p. 15.

8xx Series Added Entries Fields — Optional

If an 8xx field is used, the indicators and subfield codes defined thru the 4th edition of Books: A MARC Format are Mandatory.

The Committee suggested that as a labor-saving device all series notes should be put in the form in which the tracing is to be made and tagged 400, 410, 411, or 440, thus obviating the need for an 8xx field. The Committee is aware that this practice is contrary to AACR. Members who do not wish to follow this practice are free to continue using the 490 and appropriate 8xx fields if they so desire.

910 or User Option Field — Optional

This field prints on the bottom line of the card to the left of the rodhole and contains a maximum of twenty-two characters. The call number on a unit or 'zc' card prints in this area.

Some Members have asked OCLC to print certain types of information automatically in this area on some or all cards for all records. When this automatic insertion is programmed, the library in question has no need to use a 910 field. Where the information to be input varies from record to record according to some pattern that cannot be programmed, the inputing library provides the information for a particular record in a 910 field. No indicators or subfield codes are required.

VARIABLE FIELD TAGS

TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Bibliographic Control Numbers			
015	National Bibliography number		ǂa	Omit
025	Overseas acquisitions number		ǂa	Omit
041	Languages	First indicator: 0 - Multilanguage 1 - Translation	ǂa Codes for languages of text or its translation	Mandatory
			ǂb Codes for languages of summaries	Mandatory
043	Geographic area code		ǂa	Omit
049	Holdings		ǂa Holding library	Mandatory
	Knowledge numbers			
050	LC call number	First indicator: 0 - Book is in LC 1 - Book is not in LC	ǂa LC class number	Required if available
			ǂb Book no.	Required if available
051	LC copy statement		ǂa	Omit
			ǂb	Omit
			ǂc	Omit
060	NLM call number		ǂa NLM class number	Optional
			ǂb Book no.	Optional
070	NAL call number		ǂa	Omit
			ǂb	Omit
082	Dewey decimal classification number		ǂa DDC no.	Required if available
086	Supt. of Docs. classification number		ǂa SuDocs no.	Required if available
090	Local call number (LC)		ǂa LC class no.	Optional
			ǂb Book number	Optional
092	Local call number (Dewey)		ǂa Dewey class number	Optional
			ǂb Book number	Optional

TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Main Entry			
100	Personal name - Mandatory	First indicator: 0 - Forename 1 - Single surname 2 - Multiple surname 3 - Name of family Second indicator: 0 - m.e. is not subject 1 - m.e. is subject	ǂa Name ǂb Numeration ǂc Titles & other words associated with name ǂd Date ǂe Relator ǂk Form sub-heading ǂt Title (of work) * ǂl Language * ǂf Date (of work) * ǂp Part (of work)	Mandatory Mandatory Mandatory Mandatory Required if available Mandatory Mandatory Optional Optional Optional
110	Corporate name - Mandatory	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - m.e. is not subj. 1 - m.e. is subject	ǂa Name ǂb Each subordinate unit ǂe Relator ǂk Form sub-heading ǂt Title (of work) * ǂu Nonprinting * ǂl Language * ǂp Part (of work) * ǂf Date (of work) * ǂg Miscellaneous	Mandatory Mandatory Required if available Mandatory Mandatory Omit Optional Optional Optional Optional
111	Conference or meeting - Mandatory	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - m.e. is not subj. 1 - m.e. is subject	ǂa Name ǂb Number ǂc Place ǂd Date ǂe Subordinate unit in name ǂg Miscellaneous ǂk Form sub-heading ǂt Title (of work) * ǂf Publication date * ǂl Language * ǂp Part (of work)	Mandatory Mandatory Mandatory Mandatory Mandatory Optional Mandatory Mandatory Optional Optional Optional

* Subfield first defined in 5th edition of Books: A MARC Format. 1972.

TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Main Entry			
130	Uniform title Heading - Mandatory	First indicator: ϕ - Blank Second indicator: 0 - m.e. is not subject 1 - m.e. is subject	‡a Uniform title heading ‡t Title * ‡p Part (of work) * ‡f Date (of work) * ‡l Language * ‡k Form subheading * ‡s Version/alt. to version * ‡g Miscellaneous * ‡h Media qualifier	Mandatory Mandatory Optional Optional Optional Mandatory Optional Optional Optional
	Supplied Titles			
240	Uniform title - Required if available	First indicator: 0 - Not printed on LC cards 1 - Printed on LC cards Second indicator: 0 to 9 nonfiling characters (Omit)	‡a Uniform title * ‡f Date (of work) * ‡k Form subheading * ‡p Part (of work) * ‡s Version	Mandatory Optional Mandatory Optional Optional
241	Romanized title - Optional	Indicators same as for 240 field	‡a Romanized title	Optional
	Title Paragraph			
245	Title - Mandatory	First indicator: 0 - No title added entry 1 - Title added entry Second indicator: 0 to 9 nonfiling characters (Omit)	‡a Short title ‡b Subtitle ‡c Remainder of title page transcription	Mandatory Mandatory Mandatory
250	Edition statement - Mandatory		‡a Edition ‡b Additional information	Mandatory Required if available
260	Imprint - Mandatory	First indicator: 0 - Publisher is not main entry 1 - Pub. is m.e.	‡a Place ‡b Publisher ‡c Date	Mandatory Mandatory Mandatory

* Subfield first defined in 5th edition of Books: A MARC Format. 1972.

TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Physical Description			
300	Collation - Mandatory		‡a Pagination or volumes	Mandatory
			‡b Illustration statement	Required if available
			‡c Height	Required if available
350	Bibliographic price		‡a	Omit

Series Statement. If the work being cataloged is part of a series, a series note is mandatory. Such a series note is provided by use of any 4xx field. If a tracing for a series added entry in exactly the same form as the series note is desired, a 400, 410, 411, or 440 field should be used. If a tracing for a series added entry is not desired, or if it is to be in a form different from that of the series note, a 490 field must be used.

TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
400	Personal name-title (traced same) - Required if available	First indicator: 0 - Forename 1 - Single surname 2 - Multiple surname 3 - Name of family Second indicator: 0 - Author is not main entry 1 - Author is main entry	‡a Name	Mandatory
			‡b Numeration	Mandatory
			‡c Titles & other words associated with name	Mandatory
			‡d Dates	Mandatory
			‡e Relator	Required if available
			‡k Form subhead.	Mandatory
			‡t Title (of work)	Mandatory
			* ‡l Language	Optional
			* ‡f Date (of work)	Optional
			* ‡p Part (of work)	Optional
			‡v Volume or number	Mandatory
410	Corporate name-title (traced same) - Required if available	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - Author is not main entry 1 - Author is main entry	‡a Name	Mandatory
			‡b Each subordinate unit	Mandatory
			‡e Relator	Required if available
			‡k Form subhead.	Mandatory
			‡t Title (of work)	Mandatory
			* ‡u Nonprinting	Omit
			* ‡l Language	Optional
			* ‡p Part (of work)	Optional
			* ‡f Date (of work)	Optional
			* ‡g Miscellaneous	Optional
			‡v Volume or no.	Mandatory
411	Conference or meeting title (traced same) - Required if available	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - Author is not main entry 1 - Author is main entry	‡a Name	Mandatory
			‡b Number	Mandatory
			‡c Place	Mandatory
			‡d Date	Mandatory
			‡e Each subordinate unit in name	Mandatory
			‡g Miscellaneous	Optional
			‡k Form subhead.	Mandatory
			‡t Title (of work)	Mandatory
			* ‡f Pub. date	Optional
			* ‡l Language	Optional
			* ‡p Part (of work)	Optional
			‡v Vol. or no.	Mandatory

* Subfield first defined in 5th edition of Books: A MARC Format. 1972.

TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Series Statement (A 4xx field is Mandatory. May be 490 if tracing not used)			
440	Title (Traced same) - Required if available	First indicator: ø - Blank Second indicator: 0 to 9 nonfiling characters (Omit)	ǂa Title ǂv Volume or number	Mandatory Mandatory
490	Series untraced or traced differently - Mandatory if no other 4xx provided	First indicator: 0 - Series not traced 1 - Series traced in a different form	ǂa Series	Mandatory
	Bibliographic notes			
500	General note		ǂa General note	Optional
501	"Bound with" note		ǂa	Omit
502	Dissertation note		ǂa Dissertation note	Optional
503	Bibliographic history note		ǂa	Omit
504	Bibliography note		ǂa Bibliography note	Required if available
505	Contents note	First indicator: 0 - Contents (complete) 1 - Contents (incomplete) 2 - Partial contents	ǂa Contents note	Optional
520	Abstract or annotation		ǂa Abstract or annotation	Required if available
590	Local note		ǂa Local note	Optional
	Subject Added Entries			
600	Personal name - Mandatory	First indicator: 0 - Forename 1 - Single surname 2 - Multiple surname 3 - Name of family Second indicator: 0 - LC subject head. - Mandatory 1 - Annotated card program subj. head. - Required if available	ǂa Name ǂb Numeration ǂc Titles & other words associated with name ǂd Date ǂe Relator ǂk Form subhead. ǂt Title (of work) * ǂl Language * ǂf Date (of work)	Mandatory Mandatory Mandatory Mandatory Required if available Mandatory Mandatory Optional Optional

* Subfield first defined in 5th edition of Books: A MARC Format. 1972.

TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Subject Added Entries			
600	Personal name (continued)	Second indicator: 2 - NLM subject head. - Required if available 3 - NAL subject head. - Omit 4 - Other subject heads. - Required if available	* ǂp Part (of work) ǂx General subdivision ǂy Period subdivision ǂz Place subdivision	Optional Mandatory Mandatory Mandatory
610	Corporate name - Mandatory	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - LC subject head. - Mandatory 1 - AC program subject head. - Required if available 2 - NLM subject head. - Required if available 3 - NAL subject head. - Omit 4 - Other subject heads. - Required if available	ǂa Name ǂb Each subordinate unit ǂe Relator ǂk Form subhead. ǂt Title (of work) * ǂu Nonprinting * ǂl Language * ǂp Part (of work) * ǂf Date (of work) * ǂg Miscellaneous ǂx General subdivision ǂy Period subdivision ǂz Place subdivision	Mandatory Mandatory Required if available Mandatory Mandatory Omit Optional Optional Optional Optional Mandatory Mandatory Mandatory
611	Conference or meeting - Mandatory	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - LC subject head. - Mandatory 1 - AC program subject head. - Required if available 2 - NLM subject head. - Required if available 3 - NAL subject head. - Omit 4 - Other subject heads. - Required if available	ǂa Name ǂb Number ǂc Place ǂd Date ǂe Each subordinate unit in name ǂg Miscellaneous ǂk Form subhead. ǂt Title (of work) * ǂf Publication date * ǂl Language * ǂp Part (of work) ǂx General subdivision ǂy Period subdivision ǂz Place subdivision	Mandatory Mandatory Mandatory Mandatory Mandatory Optional Mandatory Mandatory Optional Optional Optional Mandatory Mandatory Mandatory

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TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Subject Added Entries			
630	Uniform title heading - Mandatory	First indicator: ϕ - Blank Second indicator: 0 - LC subject head. - Mandatory 1 - AC program subject head. - Required if available 2 - NLM subject head. - Required if available 3 - NAL subject head. - Omit 4 - Other subject heads. - Required if available	ǂa Uniform title heading ǂt Title * ǂp Part * ǂf Date (of work) * ǂl Language * ǂk Form subhead. * ǂs Version/alt. to version * ǂg Miscellaneous * ǂh Media qualifier ǂx General subdivision ǂy Period subdivision ǂz Place subdivision	Mandatory Mandatory Optional Optional Optional Mandatory Optional Optional Optional Mandatory Mandatory Mandatory
650	Topical subject - Mandatory	First indicator: ϕ - Blank Second indicator: 0 - LC subject head. - Mandatory 1 - AC program subject head. - Required if available 2 - NLM subject head. - Required if available 3 - NAL subject head. - Omit 4 - Other subject heads. - Required if available	ǂa Topical subject or place element ǂb Element following place element ǂx General subdivision ǂy Period subdivision ǂz Place subdivision	Mandatory Mandatory Mandatory Mandatory
651	Geographic name - Mandatory	First indicator: ϕ - Blank Second indicator: 0 - LC subject head. - Mandatory 1 - AC program subject head. - Required if available 2 - NLM subject head. - Required if available 3 - NAL subject head. - Omit 4 - Other subject heads. - Required if available	ǂa Geographic name or place element ǂb Geographic element following place element ǂx General subdivision ǂy Period subdivision ǂz Place subdivision	Mandatory Mandatory Mandatory Mandatory Mandatory

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TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Subject Added Entries			
690	Local subject headings (Topical) - Optional		‡a Topical subject or place element	Mandatory
			‡b Element following place element	Mandatory
			‡x General subdivision	Mandatory
			‡y Period subdivision	Mandatory
			‡z Place subdivision	Mandatory
691	Local subject headings (Geographic) - Optional		‡a Geographic name or place element	Mandatory
			‡b Geographic element following place element	
			‡x General subdivision	Mandatory
			‡y Period subdivision	Mandatory
			‡z Place subdivision	Mandatory
	Other Added Entries			
700	Personal name - Required if available	First indicator: 0 - Forename 1 - Single surname 2 - Multiple surname 3 - Name of family Second indicator: 0 - Alternative entry 1 - Secondary entry 2 - Analytical entry	‡a Name	Mandatory
			‡b Numeration	Mandatory
			‡c Titles & other words associated with name	Mandatory
			‡d Date	Mandatory
			‡e Relator	Required if available
			‡k Form subhead.	Mandatory
			‡t Title (of work)	Mandatory
			* ‡l Language	Optional
			* ‡f Publication date	Optional
			* ‡p Part (of work)	Optional

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TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Other Added Entries			
710	Corporate name - Required if available	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - Alternative entry 1 - Secondary entry 2 - Analytical entry	ǂa Name ǂb Each subordinate unit ǂe Relator ǂk Form subhead. ǂt Title (of work) * ǂu Nonprinting * ǂ1 Language * ǂp Part (of work) * ǂf Date (of work) * ǂg Miscellaneous	Mandatory Mandatory Required if available Mandatory Mandatory Omit Optional Optional Optional Optional
711	Conference or meeting - Required if available	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order) Second indicator: 0 - Alternative entry 1 - Secondary entry 2 - Analytical entry	ǂa Name ǂb Number ǂc Place ǂd Date ǂe Subordinate units ǂg Miscellaneous ǂk Form subhead. ǂt Title (of work) * ǂf Date (of work) * ǂ1 Language * ǂp Part (of work)	Mandatory Mandatory Mandatory Mandatory Mandatory Optional Mandatory Mandatory Optional Optional Optional
730	Uniform title - Required if available	First indicator: ø - Blank Second indicator: 0 - Alternative entry 1 - Secondary entry 2 - Analytical entry	ǂa Uniform title ǂt Title * ǂp Part (of work) * ǂf Date (of work) * ǂ1 Language * ǂk Form subhead. * ǂs Version/alt. to version * ǂg Miscellaneous * ǂh Media qualifier	Mandatory Mandatory Optional Optional Optional Mandatory Optional Optional Optional
740	Title traced differently - Required if available	First indicator: ø - Blank Second indicator: 0 - Alternative entry 1 - Secondary entry 2 - Analytical entry	ǂa Title traced differently	Mandatory

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TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Series Added Entries			
800	Personal name- title - Optional	First indicator: 0 - Forename 1 - Single surname 2 - Multiple surname 3 - Name of family	ǂa Name ǂb Numeration ǂc Titles & other words associated with name ǂd Dates ǂe Relator ǂk Form subhead. ǂt Title (of work) * ǂl Language * ǂf Date (of work) * ǂp Part (of work) ǂv Volume or number	Mandatory Mandatory Mandatory Mandatory Required if available Mandatory Mandatory Optional Optional Optional Mandatory
810	Corporate name- title - Optional	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order)	ǂa Name ǂb Each subordinate unit ǂe Relator ǂk Form subhead. ǂt Title (of work) * ǂu Nonprinting * ǂl Language * ǂp Part (of work) * ǂf Date (of work) * ǂg Miscellaneous ǂv Volume or number	Mandatory Mandatory Required if available Mandatory Mandatory Omit Optional Optional Optional Optional Mandatory
811	Conference or meeting - Optional	First indicator: 0 - Surname (inverted) 1 - Place or place plus name 2 - Name (direct order)	ǂa Name ǂb Number ǂc Place ǂd Date ǂe Each subordinate unit ǂg Miscellaneous ǂk Form subhead. ǂt Title (of work) * ǂf Date (of work) * ǂl Language * ǂp Part (of work) ǂv Volume or number	Mandatory Mandatory Mandatory Mandatory Mandatory Optional Mandatory Mandatory Optional Optional Optional Mandatory

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TAG	NAME	INDICATORS	SUBFIELD CODES	RECOMMENDATIONS
	Series Added Entries			
840	Title - Optional	First indicator: ϕ - Blank Second indicator: 0 to 9 nonfiling characters (Omit)	ǂa Title ǂv Volume or number	Mandatory Mandatory
	Local Fields			
910	User option data		ǂa User option data	Optional